



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Kirstyn Jovanovich, Acting Town Manager

DATE: July 23, 2019

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- 8/6/2019 – Work Session
 - 8/13/2019 – Regular Meeting
 - 8/20/2019 – Work Session
 - 8/27/2019 – Regular Meeting
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Police Department

- *Equipment Grant* – The Automated License Plate Reader (ALPR) that was purchased with funding obtained from a Colorado Department of Justice grant has been installed in a patrol car and is up and running. The ALPR will scan license plates as an officer patrols and alert the officer to the presence of stolen vehicles or wanted people. This grant in the amount of \$20,881 was awarded in part to our involvement with a regional auto theft task force.
- *Records Management Audit* – For the second year in a row, the department has received audit results from the Colorado Bureau of Investigations indicating that we have no entry errors and are 100% in compliance with our mandated criminal activity reporting.
- *TIPS Training* – On July 2, Sergeant Manley conducted Responsible Vendor training for 17 Town employees working at the Back 9 at Bella Rosa restaurant. This training educates employees about the laws and responsibilities when serving alcohol.
- *Training Reimbursement* – The department continues to seek reimbursement for outside training expenses through the Colorado POST grant program. We were recently reimbursed for a \$225 training course that an officer attended at Boulder PD.

Administration

- *Recruiting & Hiring* – We recently welcomed 12 new employees to the Back 9 at Bella Rosa restaurant staff! Servers, Golf Attendants, Line Cooks and Dishwashers were hired and trained during the week of July 1, and are working hard to get everything ready to re-open the restaurant to the public in mid-July. In addition, we welcomed Mike Theisen as our new Building Official, replacing Doug Barry who resigned in April.

Built on What Matters.

- *Annual CIRSA Audit* – We recently completed our annual property/casualty audit with our insurance carrier, CIRSA. Our audit score directly impacts the amount we pay in premiums every year, so a passing audit score of at least 80% is imperative. Last year’s score was 92%. This year we improved to 94%.
- *Compensation Studies* – Compensation studies for all administrative and exempt positions were recently completed, and will be reviewed in the next few weeks to determine what adjustments to the 2020 salary matrix may need to be made. The studies include comparisons to a variety of other municipalities that may be similar to Frederick in terms of geographical location, population size, proximity to larger cities, and other such factors. Compensation studies are done for each position that exists within the Town at least every three years on a rotating schedule to ensure that we remain a competitive employer and can continue to attract and retain top talent in the area.
- *June Finale Friday* – We had 34 vendors with total sales equaling \$6,263. The 2018 June farmers market sales averaged \$4,358 per event.
- *New Event* – A new event is scheduled for August 3 in Centennial Park. The Longmont Theater Company will perform “The Merry Wives of Windsor” as part of their Shakespeare in the Park series. The event will be free for families to come out and enjoy a new type of event in the amphitheater.

Public Works

- *Streets* – Street sweeping continues on schedule to sweep the entire Town. Crews repaired potholes in the alley of 260 Tipple Pkwy. Weeds in pavement cracks in the downtown area were sprayed. The team is responding to ongoing potholes.
- *Parks* – An irrigation leak was repaired at FRA. A broken lock on a restroom door was repaired. Crews picked up and cleaned up parks of downed limbs and trees. The mowing schedule continues.
- *Water* – Fire hydrants were painted.
- *Open Space* – Staff conducted abatement for PD at 4943 Hwy 52, Carbon Valley Health Care. Also, abatement at 9050 Wetlands Dr in No Name Creek was necessary. Open Space and roadside mowing is continuous.
- *Storm Water* – Ongoing checking and cleaning of all inlets/outlets for blockage continues.
- *Miscellaneous* – Crews planted a new tree for a resident at 205 Maple Dr that was damaged by a subcontractor. Crews began cleaning the kitchen area at Bella Rosa Golf Course. Flags were placed along the Colorado Blvd sidewalk for July 4th. Barricades/cones were dropped off and picked up for block parties over the holiday weekend. Crews cut up and removed a downed tree from the winds at Bella Rosa. Crews set up for the Chainsaws and Chuckwagons event.
- *Training* – Training was given on the John Deere mower for Open Space.

Planning Department

- *Development Applications* – New project applications being submitted remains steady. Projects go through a few steps of the development review process prior to submitting an application such as a pre-application meeting and neighborhood meeting. There are fifteen projects that have completed the pre-application step. There are currently two neighborhood meetings scheduled and eleven projects have completed the neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now quasi-judicial.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park, Replat 3, Block 1, Lot 7 – Intec Site Plan (02/19/18)	Bear Industrial Park	9251 Bruin Boulevard	Site plan for a 31,000 square foot facility.
Del Camino South Replat of Outlot A, Lot 6 – Otterbox Drainage Plan (07/01/19)	Del Camino South Replat of Outlot A	4185 Salazar Way	Drainage plan review.

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Elmore & Spelts Filing 1 1 st Amendment Lot 6A – Glacier Self Storage Expansion (04/15/19)	Elmore & Spelts Filing 1 1 st Amendment	Generally, south of and adjacent to Highway 52, west of Puritan Way	Subdivision amendment to combine three lots into one lot, rezoning to have a consistent zoning on the property, and conditional use and site plan for a two story, 66,000 square foot building for self storage.
Glacier West Business Park Lot 4, Mile High Shooting Site Plan (05/20/19)	Glacier West Business Park	5831 Ideal Drive	Site plan for a 20,000 square foot facility.
Hidden Creek Construction Plan Review (01/11/19)	Hidden Creek	Generally, north of Tipple Parkway and east of Ridgeway Blvd.	Review of construction plans for the subdivision.
Meadowlark Business Park Replat A, Block 3, Lot 1, North Range Site Plan (02/19/19)	Meadowlark Business Park	5988 Iris Parkway	Site plan for a 12,075 square foot facility.
Meadowlark Business Park Filing 3 Block 1, Lot 1 Site Plan (08/31/18)	Meadowlark Business Park Filing 3	5721 Iris Parkway	Site plan amendment to address landscaping for outdoor storage.
Moore Farm Tract A – St. Theresa's Catholic Church Site Plan (12/03/18)	Moore Farm	Generally, the southeast corner of Bobcat Street and Bella Rosa Parkway	Site plan for a 11,980 square foot church.
Nelson Wells – Kerr McGee (07/15/19)	Lanson farm	Generally, south of Tipple Parkway, ½ mile west of Silver Birch Boulevard	Special use permit for 24 new wells
Old Town Block 24, Lot 15 206 5 th Street Site Plan (04/15/19)	Old Town	206 5 th Street	Site plan for an approximately 4,200 square foot mixed use building.
Old Town Block 26, Lot 15 (04/01/19)	Old Town	640 Main Street	Site plan for six attached dwelling units.
Prosperity Metropolitan District (07/01/19)	Prosperity	South of Tipple Parkway/CR 16, ¼ mile east of Ridgeway Boulevard/CR 15	Metropolitan district service plan and intergovernmental agreement.
Prosperity Preliminary Plat (05/06/19)	Prosperity	South of Tipple Parkway/CR 16, ¼ mile east of Ridgeway Boulevard/CR 15	Preliminary plat for 207 single family residential lots.

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Silver Owl Lane Minor Subdivision (11/19/18)	Silvers Annexation	Generally, west of Aggregate Blvd., South of Hwy 119	Minor subdivision to create four additional lots.
Sonic Site Plan (07/05/16)	Halleck	North of Tipple Pkwy/West of Colorado Blvd	Site plan for a 2,478 square foot restaurant with a drive in and drive through.
Tops Business Park Lots 1, 2, and 5 Site Plan (05/16/18)	Tops Business Park	South of Hurt St/West of Colorado Blvd	Site plan for expansion of the existing storage facility.

Finance Department

- *2020 Budget* – Staff is working on the preliminary draft of the 2020 budget. Worksheets are in the process of being compiled and reviewed.

Engineering Department

- *Building Permits* – Through June, 122 single family building permits and 9 commercial building permits have been issued. Comparatively, through June in 2018, 94 single family building permits and 5 commercial building permits were issued.
- *I-25/SH52 Accel Lane Project (HSIP Grant)* – A construction contract agreement with Duran Excavating was approved by the Board at the April 9, 2019 meeting. Per CDOT guidelines, lane closures to perform this work is only permitted at night. Duran has submitted a variance request to this guideline to allow a permanent lane closure be in place for the duration of the project. This is being reviewed by CDOT. The Town has conveyed that if permanent lane closure is permitted, its expectation is that Duran provide both daytime and nighttime work to expedite completion of the project. Construction began on July 8, 2019 and is scheduled to complete the end of August.
- *Thunder Valley K-8 Multiuse Trail Project (SRTS Grant)* – The re-scoping request to use the existing 8' concrete walk along the west side of Ridgeway Blvd has been approved by CDOT. This modification is to bring the project within budget. Construction Plans have been modified and resubmitted to CDOT for final approval. Construction is anticipated to begin summer of 2019.
- *2019 Pavement Maintenance Program* – A-1 Chipseal has been awarded contracts for the Town's slurry seal and crackseal maintenance projects. Re-construction work is occurring at the intersection of Road 7/Road 20.5 for the week of July 15-19. Crackseal is occurring in the Fox Run and Summit View developments. Slurry Seal projects will begin in August. Specific dates and details for the work will be shared with the public and the affected neighborhoods as they become available.
- *Stormwater Master Plan* – The initial cost estimate for the Stormwater Master Plan update came in at \$834,000. Five municipalities are impacted by the drainage basins identified in the preliminary scope. Based on the area impacted by the drainage basins, Frederick and Dacono are the most impacted and responsible for \$457,200 and \$309,100 respectively. The \$457,000 amount far exceeds the \$200,000 budgeted for 2019. Engineering has reached out to DOLA who has funding to help with stormwater master plans. Partnering with Dacono for the grant improves our chances to receive funding. Initial discussions that they will partner with us have been positive, but Dacono will not have their grant matching funds available until 2020. This pushes the grant application to December 2019.
- *Transportation Master Plan* – Work has begun on an RFP to contract with a professional transportation consultant. This is expected to be complete and advertised to bid in July.
- *GIS/Mapping* – Engineering has released a map showing its 2019 Pavement Maintenance and Rehabilitation projects. <https://www.frederickco.gov/338/GIS-Mapping>.
- *Water Sales* – Northern Water indicated that CBT Unit Sales had reached the \$50,000 range and the trend is rising.

Golf Course

- *Glow Ball Tournament* – Bella Rosa hosted a successful Glow Ball tournament on Saturday, July 13. This event was completely full with 72 participants. Players enjoyed a BBQ prior and played 9-holes with the golf course lit up. This has been one of our most popular events and the next event is scheduled for Friday, September 13. Additional information is available at the golf course or www.bellarosagolf.com
- *Vandalized Greens* – Three of Bella Rosa's greens were vandalized. We believe there was a chemical substance that was poured on the greens of hole #1, hole #2 and hole #9. Our maintenance staff has worked diligently to aerate these greens, apply gypsum to flush the soil and are in the process of verti-seeding. The investigation is in progress.
- *Junior Golf* – Our last junior Summer golf session is scheduled for July 29th through August 2nd. This class is geared for beginning junior golfers. Additional information is available at the clubhouse or www.bellarosagolf.com